



# U. S. MISSION

## Vacancy Announcement

Riyadh – Jeddah - Dhahran

15-069	VACANCY ANNOUNCEMENT - RIYADH	4/30/2015
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OPEN TO	ALL INTERESTED APPLICANTS
POSITION	DIGITAL ENGAGEMENT ASSISTANT, FSN-9 POSITION NUMBER 100585
OPENING DATE	THURSDAY, APRIL 30, 2015
CLOSING DATE	THURSDAY, MAY 14, 2015 @ 1700 HRS (local Saudi time)
WORK HOURS	FULL-TIME; 40 HOURS/WEEK
SALARY	<p>* ORDINARILY RESIDENT: POSITION GRADE: POSITION GRADE FSN-09 SR 130,789 (ANNUAL BASIC SALARY EXCLUDING ALLOWANCES)</p> <p>*NOT ORDINARILY RESIDENT (NOR): POSITION GRADE: FP-05, US \$ 50,883 --SUBJECT TO CHANGE BASED ON THE HIRING MECHANISM --FINAL SALARY DETERMINATION WILL BE APPROVED BY WASHINGTON --U. S. FEDERAL AND STATE TAXES WILL BE DEDUCTED FROM THE SALARY</p>

**NOTE:**

- ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK/RESIDENCE PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.
- ELIGIBLE FAMILY MEMBERS (EFMs): INTERESTED APPLICANTS MUST BE WITHIN 60 DAYS OF SCHEDULED ARRIVAL AT POST FROM THE CLOSING DATE OF THIS VACANCY ANNOUNCEMENT TO RECEIVE CONSIDERATION BECAUSE OF THE URGENT REQUIREMENT TO FILL THIS POSITION.
- EFMs MUST HAVE AT LEAST ONE YEAR REMAINING ON THEIR SPONSORING EMPLOYEE'S TOUR OF DUTY FROM THE EFM'S HIRING DATE.
- CURRENTLY EMPLOYED U.S. CITIZEN EFMS WHO HOLD A FAMILY MEMBER APPOINTMENT (FMA) ARE INELIGIBLE TO APPLY FOR ADVERTISED POSITIONS WITHIN THE FIRST 90 CALENDAR DAYS OF THAT APPOINTMENT.
- CURRENTLY EMPLOYED NORS HIRED UNDER A PERSONAL SERVICES AGREEMENT (PSA) ARE INELIGIBLE TO APPLY FOR ADVERTISED POSITIONS WITHIN THE FIRST 90 CALENDAR DAYS OF THAT APPOINTMENT UNLESS CURRENTLY HIRED INTO A POSITION WITH A WHEN ACTUALLY EMPLOYED (WAE) WORK SCHEDULE.

- **CURRENT LE STAFF EMPLOYEES OF THE MISSION APPLYING FOR VACANT POSITION ANNOUNCEMENTS MUST HAVE SERVED A MINIMUM OF TWELVE (12) MONTHS IN THEIR CURRENT POSITION IN ORDER TO BE CONSIDERED FOR ANY VACANT POSITION.**

### **BASIC FUNCTION OF POSITION**

The incumbent supports the Public Diplomacy Officer (PDO) in conducting online public diplomacy by designing, implementing and maintaining U.S. Mission to Saudi Arabia's online presence, and digital engagement strategies and activities to best contribute to Mission's public communication goals; communicates key messages through online channels in keeping with current strategies for presenting USG information on behalf of the Mission; and supports U.S. Consulates Jeddah and Dhahran by serving as overall manager of social media content. Coordinates the gathering, analyzing, and reporting of open source information between the Information Offices in Riyadh, Jeddah and Dhahran.

### **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:**

1. **Education**: Four (4) years of full-time study with a university degree in graphic design, digital media, political science, international affairs, marketing, communications, or a technical field is required.
2. **Experience**: Minimum of two (2) years progressively responsible professional experience in a field involving public outreach or the development and communication of messages designed to achieve strategic goals, with proven skills in applied online media technologies.
3. **Language Requirements**: Level IV in both English and Arabic (Fluent – reading, writing, speaking) required. Skills may be tested.
4. **Knowledge/Other Criteria**: Advanced expertise in public communications – ideally in public diplomacy, social marketing, or similar field – with a sophisticated understanding of how to deploy these skills online. Excellent knowledge of internet and electronic communications best practice, web page usability and design, social media administration and site authoring software applications.
5. **Other Skills**: Expertise with HTML, CSS and familiarity with other website development languages, authoring and editing software; expertise with website authoring and analysis tools; expertise with new media channels and communications protocols. High level of creativity and ability to produce quality content for the Mission's online platforms. This position requires work flexibility, including working weekends and holidays.

### **TO APPLY**

**Interested applicants for this position must submit the following or the applications will not be considered:**

1. Application for U.S. Federal Employment DS-174 form;
2. A current resume or curriculum vitae;

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. A clear copy of valid Saudi ID or GCC Identification card or residence permit - iqama
5. Any other pertinent documentation (e.g. copy of essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

**SUBMIT APPLICATION AND ALL DOCUMENTS AS A SINGLE FILE IN PDF FORMAT TO EMAIL ADDRESS (multiple files will not be considered): [HRORiyadh@state.gov](mailto:HRORiyadh@state.gov)**

### **SELECTION PROCESS**

Qualified U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidate.
2. Currently employed U.S. citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
3. EFM's must have at least one year remaining on their sponsoring employee's tour of duty from the EFM's hiring date.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Current LE Staff employees of the Mission applying for vacant position announcements must have served a minimum of twelve (12) months in their current position in order to be considered for any vacant position.
6. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

### **DEFINITIONS\***

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or s-sex domestic partner (as defined in 3 FAM 1610);
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the

employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,

- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities. NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: THURSDAY, MAY 14, 2015  
@ 1700 HRS (local Saudi time)**

The U.S. Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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